



# Sacramento Metropolitan Fire District

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KURT P. HENKE  
*Fire Chief*

## **BOARD OF DIRECTORS – ACTION SUMMARY** **Thursday, October 11, 2012 – 5:00 p.m.**

**City of Rancho Cordova City Hall-Council Chambers**  
**2729 Prospect Park Drive**  
**Rancho Cordova, California**

### **CALL TO ORDER**

The meeting was called to order by Vice President Kelly. Board Members present: Clark, Goold, Kelly, Monk, Newcomer, Pierson, Scheidegger. Directors Jones, Orzalli, absent. Staff: Deputy Chief Wells, Board Clerk Tilson, General Counsel Lavra.

### **PLEDGE TO FLAG**

### **METRO CABLE 14 ANNOUNCEMENT**

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, October 13, 2012 at 1:00 PM and Monday, October 15, 2012 at 9:30 PM on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv).

The open session meetings are also available for viewing on the District website at [www.metrofire.ca.gov](http://www.metrofire.ca.gov)

### **PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA** None

### **AWARDS—(Deputy Chief Wells) –**

#### **CERTIFICATE OF COMMENDATION – GARTH DEAN**

- Between the months of July and September 2011, Mr. Garth Dean dedicated a tremendous amount of time, passion, and hard labor to make the area's 9/11 Memorial Event a tremendous success while honoring those lives lost during 9/11. The centerpiece of the event was the Pentagon Memorial which held the names of 2,977 that were lost eleven years ago. As participants finished the 5K Memorial run/walk, they were given an opportunity to actively remember by placing an American Flag next to the name of each of those lost. A sea of patriotism, honor, and remembrance illuminated the event which personally touched firefighters, police officers and civilians alike.
- Mr. Dean made incredible sacrifices in order to make the Pentagon memorial including countless hours away from his family. His workmanship and flawless execution contributed to an unforgettable memorial.
- Deputy Chief Wells presented a Certificate of Commendation to Mr. Garth Dean for his commitment to his community and the fire service family and thanked him for his time, support, and inspiration.

**CONSENT AGENDA:**

1. **Board Meeting Action Summary – September 27, 2012**
2. **Standard Agreement – Abercrombie Planning and Design (APD)  
Cal EMA Exercise Simulation Center (CESC)  
Training Needs Analysis**

On December 7, 2011, the California Emergency Management Agency (Cal EMA) awarded the Sacramento Metropolitan Fire District four million dollars in fiscal year 2011 State Homeland Security Grant Program (SHSGP) grant funds to develop the California Exercise Simulation Center (CESC). Subsequently, the District entered into an agreement with Innovative Concepts, a subsidiary of Elbit Systems of America (ESA), to deliver the CESC project. At the conclusion of a due diligence period with ESA the District made the determination not to proceed with ESA as the contractor for the CESC project.

On September 1, 2012, the Fire Chief executed a standard agreement with APD under the “Special Services” provision of the District’s purchasing and Contracting Policy to develop the strategic business plan and obtain the services of an Owners Representative for Facilities Design Services (FDS) for the CESC project.

In order to move forward with the project, the District is still in need of a training needs analysis to identify primary service area; profile target audience; identify key decision makers; analyze current course data and training methods; assemble after-action reports from major exercises conducted throughout the U.S. as appropriate; analyze the assembled AARs to determine the training and exercise needs; analyze the financial impact of current training and exercise operations; identify training deficiencies; identify and evaluate potential revenue sources; develop relationships with potential public and private sector partners; and identify resources and requirements to meet identified training needs.

On September 30, 2012, the Fire Chief executed a standard agreement with APD under the “Special Services” provision of the District’s purchasing and Contracting Policy.

The amount of the standard agreement with APD for a training needs analysis for the CESC project is \$35,000. The costs for this contract will be paid for by the FY 11 SHSGP grant.

Staff report provides notification to the Board of Directors that the Fire Chief has exercised his authority under the District’s Purchasing and Contracting Policy to enter into the standard agreement with APD.

**3. Standard Agreement – Abercrombie Planning and Design (APD)  
Cal EMA Exercise Simulation Center (CESC)  
Project Management Services**

- See above item for correlating Fiscal Year 2011 State Homeland Security Grant Program (SHSGP) information.
- On September 1, 2012, the Fire Chief executed a standard agreement with APD under the “Special Services” provision of the District’s purchasing and Contracting Policy to develop the strategic business plan and obtain the services of an Owners Representative for Facilities Design Services (FDS) for the CESC project.
- In order to move forward with the project, the District is still in need of project management services to ensure the facility conforms to identified training requirements as described in the Training Needs Analysis and supports the Final Strategic Business Plan; to coordinate with System Design Program manager and other vendors, designers and contractors; to participate in research and development of the first three scenarios; and to coordinate the development of required training operations.
- On September 30, 2012 the Fire Chief executed a standard agreement with APD under the “Special Services” provision of the District’s purchasing and Contracting Policy.
- The amount of the standard agreement with APD for project management services for the CESC project is \$35,000. The costs for this contract will be paid for by the FY 11 SHSGP grant.
- Staff report provides notification to the Board of Directors that the Fire Chief has exercised his authority under the District’s Purchasing and Contracting Policy to enter into the standard agreement with APD.

**4. Resolution No. 2012-96 – Interfund Transfers and Amendment to the Final Budget for Fiscal Year 2012/2013 General Operating Fund 212-A**

- The Amended Final Budget reflected a total of \$148,470,203.

**5. Resolution 2012-97 – Interfund Transfers and Amendment to the Final Budget for Fiscal Year 2012/2013 Grants Fund 212-G**

- The Amended Final Budget reflected a total of \$4,884,402.

**6. Resolution No. 2012-98 – Interfund Transfers and Amendment to the Final Budget for Fiscal Year 2012/2013 Simulator Grant Fund 212-S**

- The Amended Final Budget reflected a total of \$3,998,205.

**7. Resolution No. 2012-99 – Revised Transfer to California Employers’ Retiree Benefit Trust Program (CERBT) and Amendment to the Final Budget for Fiscal Year 2012/2013 OPEB Fund 212-F**

- The Amended Final Budget reflected a total of \$1,777,117.

- **Discussion on Consent Agenda:**

- ✓ In response to Director Goold’s question of large transfers of funds being placed under Consent, Chief Financial Officer McFarlane stated a resolution previously adopted by the Board granted authority to move money between the General Fund and Grant Fund Accounts. This was considered a housekeeping measure.

These transfers are also a result of the final budget being adopted in July rather than September when some final account balances are still unknown, but the system has worked well.

It was suggested that the rationale for future transfers of this nature be identified in a staff report as an accounting measure authorized by Resolution.

Director Monk stated when the budget was adopted these items were discussed with the full Board including Finance’s plans on how different things would be done.

- **Board Action:**  
*Goold/Monk—Approve the Consent Agenda items. Roll Call: Directors Clark, Goold, Kelly, Monk, Newcomer, Pierson, Scheidegger, AYE. Directors Jones, Orzalli, absent. Motion passed.*

**ACTION ITEM(S):**

**1. Resolution No. 2012-100 – Industrial Disability Retirement Firefighter Daniel Freas—(D/C Wells)**

- Application filed with the Public Employees’ Retirement System, effective November 1, 2011.
- Findings determine that the disability is a result of injury or disease arising out of and in the course of employment.
- Staff recommended adoption of the Resolution.

- **Board Action:**  
*Goold/Monk—Adopt the Resolution. Roll Call: Directors Clark, Goold, Kelly, Monk, Newcomer, Pierson, Scheidegger, AYE. Directors Jones, Orzalli, absent. Motion passed.*

**2. Resolution No. 2012-101 – Industrial Disability Retirement  
Retired Captain Tim Maybee—(D/C Wells)**

- Application filed with the Public Employees' Retirement System, effective July 1, 2012.
- Findings determine that the disability is a result of injury or disease arising out of and in the course of employment.
- Staff recommended adoption of the Resolution.
- **Board Action:**  
*Goold/Monk— Adopt the Resolution. Roll Call: Directors Clark, Goold, Kelly, Monk, Newcomer, Pierson, Scheidegger, AYE. Directors Jones, Orzalli, absent. Motion passed.*

**PRESENTATION ITEM(S)**      None

**PRESIDENT'S REPORT—(Jones)**

- On vacation.

**FIRE CHIEF'S REPORT—(Deputy Chief Mark Wells)**

- The winners of the "Have Two Ways Out" Fire Prevention Week Drawing Contest are Lizzy Povey and David Morris. This item will be delayed until the next Board meeting because both have won a ride in the Fire Engine from home to school on Friday, October 12. Good Day Sacramento will be at their home to record and video tape the event with our Public Information Officer Michelle Eidam. Lizzy and David will be recognized at the next meeting with a formal presentation on how the event went from home to school and to display their artwork.
- There is a change available through CalPERS for health care coverage benefits from Blue Shield Access Plus to the Net Value system. This is the first time Net Value has been offered in the Sacramento region and it is the exact plan as the Access Plus with the same health care benefits. The plan is available only to those living in Sacramento County. The 146 families eligible to change were queried. A joint letter from Local 522 and the District was sent out to those eligible and 25 percent or 69 employees out of 280 active employees and retirees made the change for a savings to Metro Fire of \$190,416.96.
- October 5, 2012 – Thanked everyone who played in and supported the Tom Lawson Community Impact Golf Tournament.

- October 6, 2012 – Thanked everyone who played and supported the 2<sup>nd</sup> Annual Carolyn Martinez Memorial Golf Tournament.
- October 6, 2012 – Firefighter Chili Cook Off at Safetyville – Congratulated Chuck Means and his crew for taking first place in the Peoples Choice and third in the Celebrity Judging contest. Second place went to Cosumnes and first place to El Dorado Hills Fire.
- October 13, 2012 – Pioneer Mutual – Fallen Firefighter Memorial at the Exempt Firemen's Plot in the Old City Cemetery at Broadway and Riverside Boulevard, near 10<sup>th</sup> Street.
- October 13, 2012 – Employee of the Year – Firefighter Tim Beard will be honored at the Sons of the American Revolution Banquet and will receive the Fire Safety Commendation.
- October 15, 2012 – First day of the 12-2 Fire Academy with 28 recruits.
- October 19, 2012 – Metro Chamber's State of the County Forum

#### **OPERATIONS REPORT –Assistant Chief Darren Taylor**

##### **EMS –**

Statistics since the last Board meeting:

- Metro – 1,740 dispatches – transported 70% of the time.
- AMR – 599 dispatches – transported 66% of the time.

##### **Fire Incidents –**

- 10 structure fires since the last meeting.

##### **Carmichael Arsonist Arrested**

- Investigators arrested an 18-year old man behind multiple Carmichael fires that occurred during August and September. Estimated fire loss totaled \$750,000.

#### **GENERAL COUNSEL'S REPORT – John Lavra**

None

#### **LOCAL 522 – Battalion Chief Charles Jenkins**

- Currently meeting and in discussion with the Fire Chief and staff.
- Two Directors are up for vote in the Local's election.

**COMMITTEE AND DELEGATE REPORTS:****Executive Committee—(President Jones)**

- Next Meeting: TBD

**Communications Center—(DC Cockrum)**

- Personnel Committee met last Tuesday. A formal job offer has been accepted by Teresa Murray for Comm Center Manager and anticipate a start date the first week in November.
- Next Meeting: October 30, 2012, 2012 – 9:00 AM  
Cosumnes CSD Board Chambers  
8820 Elk Grove Boulevard  
Elk Grove, CA

**California Fire & Rescue Training Authority—(Kelly)**

- Next Meeting: November 7, 2012 – 10:00 AM  
Location: California Emergency Management Agency  
3650 Schriever Avenue  
Mather, CA

**Finance Committee—(Monk)**

- Reported on today's meeting.
- At the request of Vice President Kelly, CFO McFarlane briefly explained the Taxable Pension Bond issue stating that the County Treasurer failed to transfer \$3.3 million of the \$4.6 million from the restricted Debt Service Fund 212-E when we made the Debt Service payment in May 2012 from the General Fund 212-A to pay the bond holders. The \$3.3 million will be transferred by the County back into the District's unrestricted General Fund to correct the issue so we will have more cash available for other projects.
- Next Meeting: November 8, 2012 – 5:00 PM

**Policy Committee—(Orzalli)**

- No set meeting.

**BOARD MEMBER QUESTIONS AND COMMENTS:****Pierson:**

- Attended the Firefighter Chili Cook Off. The District was well-represented.

**Scheidegger:**

- He felt the progress reported by the District Controller on Internal Controls with 17 objectives from the auditors was very notable especially the specific areas and inroads made on training, accounting principles for our people, accounting of assets, and implementation of a process for cash receipts and deposits. Those are all good business practices.
- The Metro Fire Coat and Shoe Drive is on. Urged everyone to donate shoes and other articles of clothing at your local fire station.

**Newcomer:**

- Provided an update on the 4-day conference he attended last week in San Diego for the National Association of Government Defined Contribution Administrators which is our 457 Plan. Our plan seems to be on the leading edge of where administrators take their 457 Deferred Compensation Plans. Seven out of nine committee members attended at no cost to the District since it is part of the agreement for administration of our 457 Plan.

**Monk**

- Attended the Rio Linda Centennial Parade and rode on the lead antique fire truck with Supervisor Roberta MacGlashan. Appreciated the assistance of our reserve personnel for bringing over the equipment. Rio Linda is a relatively small area but there were 46 entries in the parade and the number of people who came out for the parade from the local area was phenomenal, demonstrating a true community involvement. A lot of people who visited the old Fire Station 111 were really appreciative and wanted to pass on their thanks to the District for its continued support and participation in the community.

**Goold:**

- Congratulated Mr. Dean for all the work he put into the Memorial Project and to his family that supported him.
- A couple meetings ago we had one of our community members come to the podium and discuss an issue of collection. He would like the Board updated at a future meeting on the policy and procedural changes that have been put in place so that this experience doesn't happen again.

Deputy Chief Wells stated this item can be placed on the agenda but some overt efforts were made that evening and a few days later that addressed the situation.



[Taken out of Order after Public Comment]

**CLOSED SESSION 6:35 PM**

**RECONVENE TO OPEN SESSION 6:45 PM**

Report by General Counsel Lavra:

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to California Government Code Section 54956.9(a) – One (1) matter of Workers' Compensation Settlement Authority and two (2) cases of Industrial Disability Retirement

- A. Daniel Freas and Sacramento Metropolitan Fire District  
Claim #SMDF-529507, SMDA-296197, SMDE-546546, SMDG-541580, and  
Industrial Disability Retirement – (Attorney Colin Connor)

The Board by a vote of 7–0, with Directors Jones and Orzalli absent, authorized the District's Third Party Administrator to effectuate settlement of the workers' compensation claim.

The Board also was briefed on a related industrial disability retirement claim and took no action. (Action to be taken on the Resolution in open session under Action Item No. 1).

- B. Tim Maybee and Sacramento Metropolitan Fire District  
Claim #SMDH-547548 – Industrial Disability Retirement –  
(Deputy Chief Wells)

The Board was briefed on the industrial disability retirement claim and took no action. (Action to be taken on the Resolution in open session under Action Item No. 2).

**ADJOURNMENT** –The meeting was adjourned at 7:10 p.m.

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Gay Jones, President

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Randy Orzalli, Secretary

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Charlotte Tilson, Clerk of the Board